

100/P 0-2025

CONFIDENTIAL

19 APR 1960

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Records Disposition

REFERENCE : Memorandum from Chief, Management Staff,  
dated 31 March 1960 on subject

1. Reference memorandum requests information on which you may prepare a report to the Director concerning the above subject as a follow up on the earlier discussion at the Director's Staff meeting.

2. The CS Records Management Program, as discussed with you on 1 February, is outlined by the attached Memorandum for the Record - Tab A. As you know, the problem of CS paper is twofold:

a. Papers for which the CS has responsibility are held in official CS files according to the CS file code system. The criteria are in [ ] attached at Tab B. Chapter III of this Handbook, which spells out further retention standards for CS record material, recently approved by the General Counsel, is now at the printing plant and will be distributed (including copy for you) about the end of April 1960. Documents in official CS files which cease to have value are destroyed on the certificate of a qualified intelligence officer who is able to judge the present and future value of individual documents for record purposes. Since September 1957 some 5,700 cubic feet of official files have been destroyed as having no value to the Clandestine Services. Derogatory information on clearly identified individuals who are of security interest to the U.S. may not be destroyed.

b. About half of our volume at headquarters and most of our holdings in the field stations are non-record or auxiliary paper holdings which are needed as temporary working files to supplement our official holdings. The standards for disposition of documents contained in the forthcoming Chapter III of our Handbook are supplemented by the Disposition Guide for Auxiliary Paper Holdings - Tab C. Both the Handbook and the Disposition Guide emphasize the command line responsibility for reduction of paper holdings to useful and manageable size.

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3. We have prepared Records Control Schedules for those CS components at headquarters where such Schedules appear to serve a useful purpose. The value of many CS documents cannot be prejudged or disposed of according to fixed retention periods since our interest in organizations and individuals depends on situations in foreign countries which usually are not susceptible to predictable time periods. Periodic screening by a competent intelligence officer familiar with the countries involved is necessary to judge the value of our official records. The Disposition Guide provides general guidelines for our non-record or auxiliary holdings.

4. Statistics of the volume of paper destroyed in the CS are not meaningful except in relation to input which we estimate on the order of 11,700 cubic feet each year -- roughly a third of our current holdings, see para. 5 below. To ameliorate the input problem, we have attempted to hold down the creation or receipt of unnecessary or marginal documents and to encourage destruction of such paper before it is filed -- see COPS' memorandum of 11 January 1960 at Tab D.

5. The most recent inventory of our headquarters holdings in July 1959 showed 48,058 cubic feet. This included 14,101 cubic feet of inactive records which have been reduced to 5,030 cubic feet by transfer of custody to the Records Center Staff [redacted]. We estimate our holdings have been reduced by 3,281 cubic feet during the past nine months. This amount plus the 9,071 cubic feet of inactive records transferred to the Records Center brings our current holdings to about 35,706 cubic feet. Holdings at field stations are somewhat larger. A current inventory for all stations, divisions and staffs, required by the forthcoming Chapter III of our Records Handbook, will be used to establish standards and identify excessive holdings on which aggressive follow up action can be taken. Further applications of mechanization and micro-filming of our records should improve our position.

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[redacted]  
Richard Helms  
Acting Deputy Director  
(Plans)

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Attachments:

- Tab A - Memorandum for the Record
- Tab B - [redacted]
- Tab C - Disposition Guide
- Tab D - COPS' Memorandum

cc: C/OPSER  
AEXO  
[redacted]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Records Disposition

FROM:

DD/P Records Management Officer

NO.

DATE

15 April 1960

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/  
1018 L Building

15 apr '60 mnm

1: To note

2.

COFS  
1038 L Building

2: Signature Recommended

3.

C/Management Staff  
601 1016 16th Street

4/20

mnm

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